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31 December 1953

MEMORANDUM FOR: Deputy Director of Training

SUBJECT: Weekly Activities Reports #51 & #52
16 - 31 December 1953

I NEW ACTIVITIES

- a. During reporting period, one training project was initiated in Washington, D. C. 25X1

b.



- c. On 23 December the entire PTD instructor staff received two hours training in the operation, cleaning, and care of the 16 mm. Bell & Howell movie projector which is extensively used in the covert training program. Following this, the staff was conducted on a personal tour of TAB training equipment and facilities in R & S Building. The training should prove most helpful to the instructors and their appreciation is extended to [redacted] who conducted the training.
- d. On 30 December formal lease negotiations were completed, extending our tenancy at [redacted] for another year beginning 1 February 1954. In exercising our option, before expiration of the present lease on 31 January 1954, the terms are identical as under the original lease except that the rental will be reduced from \$500 to \$485 per month. A clause incorporated

25X1

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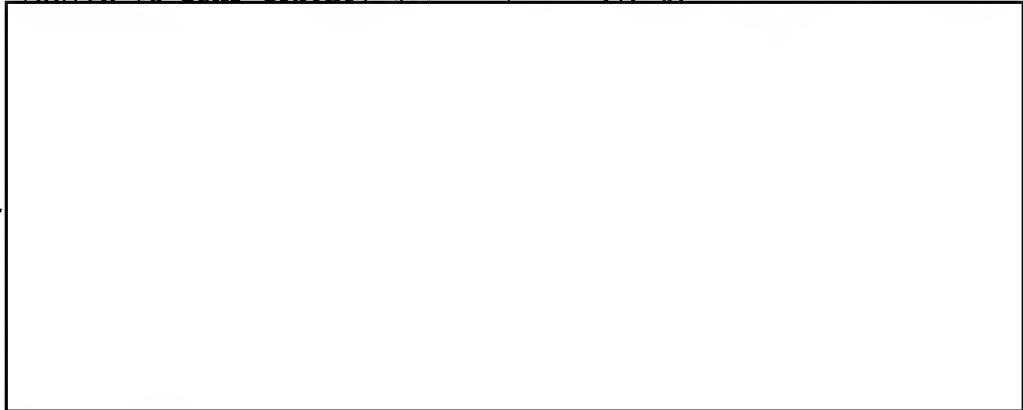
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within the new lease provides that we may again, on sixty days notice, exercise option for renewal under the same terms and conditions except that the rental will be reduced from \$485 to \$470 per month. These negotiations provided an opportunity to have some of the



II OLD

a.

b.

III PERSONNEL CHANGES

a. Nothing to report at this time.



Chief, Project Training Division, OTR

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